

Conference Room Policy

Jeanne Jones Little Conference Room

- Library usage always comes first.
- Only Non-profit organizations/clubs/groups may have use of room.
- No admission fees by the Non-Profit may be charged.
- No private parties such as showers, birthday parties, etc.
- Room may not be used for more than two hours unless approved by Library Director
- Room is only available for use during Regular Library Hours. If outside of regular library hours a staff member must be on site. This can only be approved by library Director.

A form must be filled out and signed by responsible person or group requesting use of the conference room.

**THE ROOM MUST BE LEFT CLEAN AND ARRANGED AS IT WAS BEFORE THE MEETING.
WASTEBASKETS ARE TO BE EMPTIED IN OUTSIDE TRASH CONTAINERS.**

Library Staff members are not responsible for cleaning up or replacing furniture, etc. when used by community groups.

Group is responsible for any damages to the room including but not limited to furnishings, video equipment, and audio equipment.

Conference Room does not include use of the Annie Laurie James Genealogy Room and the Podcast Studio Room for event/meeting.

Conference Room Checkout Form
Jeanne Jones Little Conference Room

NAME OF GROUP USING ROOM:

CONTACT PERSON:

PHONE NUMBER:

EMAIL ADDRESS:

DATE REQUESTED:

STAFF PERSON TAKING RESERVATION:

The Conference Room must be left in the same condition as before event. The group using the room is responsible for cleaning it if necessary, replacing items to original position, etc.